

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### RETIREMENT ADMINISTRATOR

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Retirement Administrator is the third level in a three level Retirement Management series. Incumbent directs the overall operations and activities of the Retirement Office.

The Retirement Administrator is distinguished from the Assistant Retirement Administrator by its overall management responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |  |               |
|----|--|---------------|
| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.  | Daily<br>10%  |
| 2. | Directs and oversees the development, implementation, and evaluation of internal controls, procedures, and operations associated with the Retirement Office, which includes: planning, coordinating, administering, evaluating, and recommending projects and work plans, processes, procedures, systems, and standards; participating in the development and communication of department operational goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily<br>20%  |
| 3. | Represents the Retirement Boards at a variety of meetings, advisory groups, committees, agencies, councils, and/or other related groups.   | Weekly<br>20% |
| 4. | Directs the development, compilation, and maintenance of a variety of operational, fiscal, and/or other applicable records for assigned department; directs and oversees the implementation of operational changes to ensure compliance with established organizational initiatives, policies, procedures, standards, and/or regulations to ensure effective and efficient operations.   | Weekly<br>5%  |
| 5. | Directs and participates in the preparation, reviews, interpretation, and analysis of a variety of information, data, and reports; analyzes and prepares recommendations based on findings; communicates pertinent information to internal and external parties.   | Weekly<br>5%  |

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|---|---|-------------------------------|
| 6.  | Interviews and evaluates prospective investment managers and participates in the on-going evaluation and monitoring of existing investment managers; evaluates the performance of professional service providers and consultants; reviews, monitors, and coordinates the activities of the Securities Litigation Monitoring and Compliance service providers. | Monthly<br>10%                |
| 7.  | Directs and participates in forecasting, preparing, monitoring, and administering department budgets, which may include capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.   | Monthly<br>5%                 |
| 8.  | Reviews and analyzes legislative proposals and evaluates potential impacts on department operations and activities.   | Monthly<br>5%                 |
| 9.  | Directs, reviews, and oversees the preparation of the annual CAFR, including determining changes in reporting to be implemented based on GFOA comments and new GASB regulations.  | Annually<br>5%                |
| 10.   | Prepares and recommends policy statements relating to specific asset classes and investment transactions for the Board's policies and procedures.   | Occasion-<br>ally<br>5%       |
| 11.   | Facilitates negotiations of contractual agreements with financial and investment institutions.  | Occasion-<br>ally<br>5%       |
| 12.   | Performs other duties of a similar nature or level.   | As<br>Required                |

**Training and Experience** (positions in this class typically require):

- Bachelor's Degree in Business Administration, Public Administration, or closely related field and five years of management experience involving administration of a retirement system with responsibility for monitoring a securities portfolio, including management level experience in the administration of retirement programs which included counseling and benefit calculations, preferably in a governmental agency, are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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#### **Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Management and supervisory principles and practices
- Budget administration principles and practices
- Securities investments and money management practices
- Actuarial principles and accounting standards related to pension systems
- Accounting and payroll systems
- Accounting and payroll systems
- Financial management principles and practices
- Negotiation and mediation techniques
- Community and public relations principles and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Public administration principles
- Computers and applicable software and database systems
- Project management principles and practices

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#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Provide lead direction and oversight of work performed
- Using computers and applicable software applications
- Analyzing, interpreting, and understanding technical and statistical information
- Administering qualified defined contribution and defined benefit plans
- Managing multiple priorities simultaneously
- Analyzing and developing policies and procedures
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Analyzing, interpreting, and understanding technical and statistical information
- Analyzing a variety of statistical data and information and making recommendations based on findings
- Conducting negotiations and mediations
- Ability to prepare and make effective oral presentations
- Speaking in Public
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008